

Election Commissioner Orientation

January 2017

SEMS Introduction

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Topics to be Covered

- I. SEMS Main Screen
- II. Election Commissioners Utilization
- III. Voter Roll Maintenance
- IV. Communication Plan
- V. On-Going Support



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Statewide Elections Management System (SEMS)

- **Voter Registration**
- **Address Library**
- **Elections Management**
- **Ballot Processing**
- **Voter Roll Maintenance**
- **Districts and Precincts**
- **Jury Management**



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I. SEMS Main Screen



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Statewide Election Management System



Voters

- Voter Registration
- Voter Search
- Voter Merge
- Batch Scan
- Commit Batch
- Jury Selection

Elections

- Election Management
- Ballot Processing
- Districts & Precincts
- Election Workers

Petitions

- Petitions

Administration

- System Configuration
- User Administration
- Address Library
- Messaging
- Document Templates
- Load External Data

Reports

- Reports & Labels
- State Agency
- Schedule Jobs
- Batch Management

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II. Election Commissioner Utilization

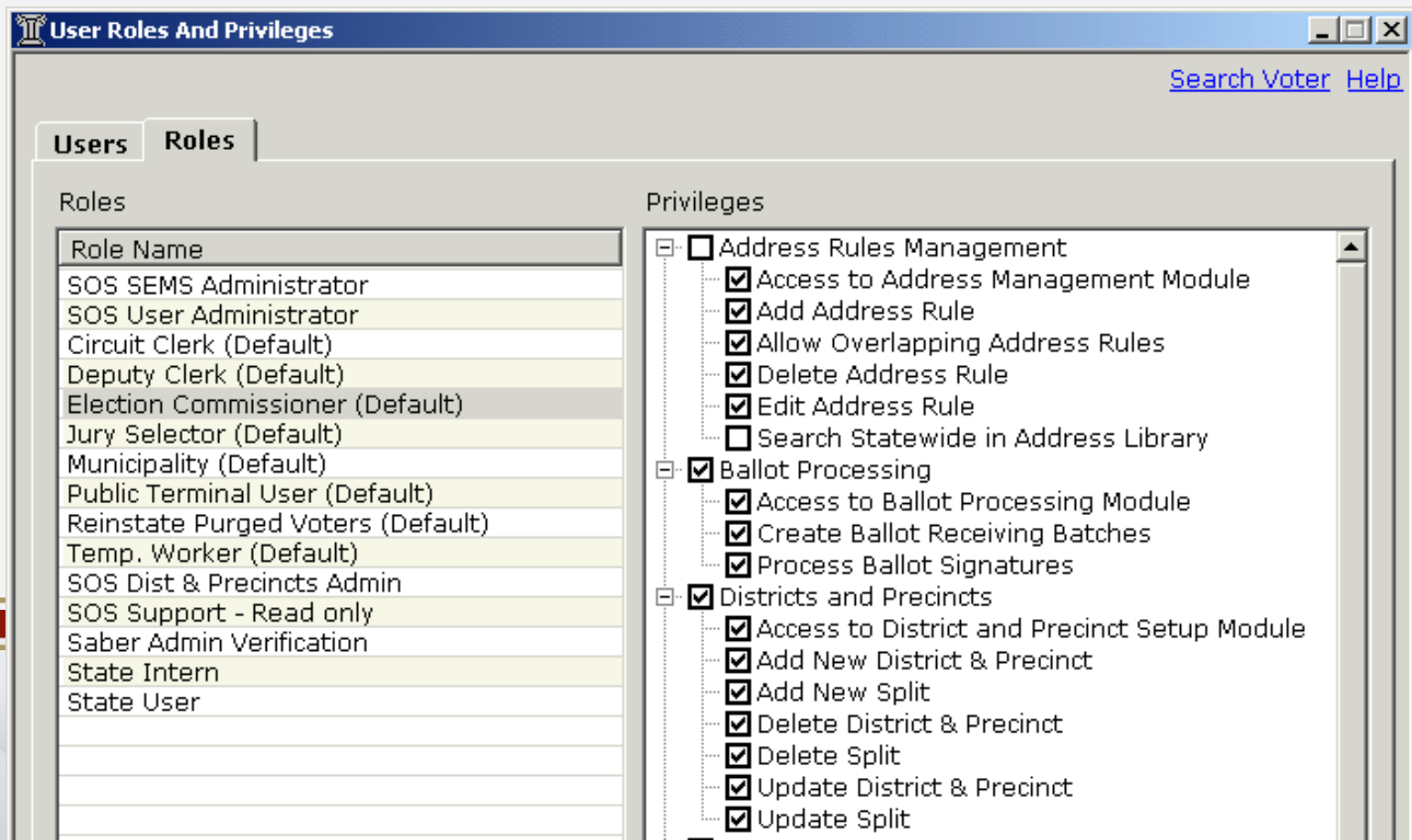
- User name and password will be assigned by Circuit Clerk.
- Utilization is determined by statute
- User rights are determined by profile



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The screenshot shows a web application window titled "User Roles And Privileges". It has a navigation bar with "Users" and "Roles" tabs, and a "Roles" tab is currently selected. The window displays a list of roles on the left and a list of privileges on the right. The roles list includes "SOS SEMS Administrator", "SOS User Administrator", "Circuit Clerk (Default)", "Deputy Clerk (Default)", "Election Commissioner (Default)", "Jury Selector (Default)", "Municipality (Default)", "Public Terminal User (Default)", "Reinstate Purged Voters (Default)", "Temp. Worker (Default)", "SOS Dist & Precincts Admin", "SOS Support - Read only", "Saber Admin Verification", "State Intern", and "State User". The privileges list is organized into three main categories: "Address Rules Management", "Ballot Processing", and "Districts and Precincts". Each category has a list of sub-privileges with checkboxes indicating whether they are assigned to the selected role.

User Roles And Privileges

[Search Voter](#) [Help](#)

Users **Roles**

Roles

Role Name
SOS SEMS Administrator
SOS User Administrator
Circuit Clerk (Default)
Deputy Clerk (Default)
Election Commissioner (Default)
Jury Selector (Default)
Municipality (Default)
Public Terminal User (Default)
Reinstate Purged Voters (Default)
Temp. Worker (Default)
SOS Dist & Precincts Admin
SOS Support - Read only
Saber Admin Verification
State Intern
State User

Privileges

- ☐ Address Rules Management
 - ☒ Access to Address Management Module
 - ☒ Add Address Rule
 - ☒ Allow Overlapping Address Rules
 - ☒ Delete Address Rule
 - ☒ Edit Address Rule
 - ☐ Search Statewide in Address Library
- ☒ Ballot Processing
 - ☒ Access to Ballot Processing Module
 - ☒ Create Ballot Receiving Batches
 - ☒ Process Ballot Signatures
- ☒ Districts and Precincts
 - ☒ Access to District and Precinct Setup Module
 - ☒ Add New District & Precinct
 - ☒ Add New Split
 - ☒ Delete District & Precinct
 - ☒ Delete Split
 - ☒ Update District & Precinct
 - ☒ Update Split

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User Roles And Privileges

[Search Voter](#) [Help](#)

Users **Roles**

Roles

Role Name
SOS SEMS Administrator
SOS User Administrator
Circuit Clerk (Default)
Deputy Clerk (Default)
Election Commissioner (Default)
Jury Selector (Default)
Municipality (Default)
Public Terminal User (Default)
Reinstate Purged Voters (Default)
Temp. Worker (Default)
SOS Dist & Precincts Admin
SOS Support - Read only
Saber Admin Verification
State Intern
State User

Privileges

- ☐ Election Management
 - ☒ Access to Election Setup Module
 - ☐ Ballot Boxes Setup
 - ☐ Certify Election
 - ☐ Delete Complete Election
 - ☐ Delete Election Details
 - ☐ Generate Ballot Styles
 - ☐ Generate Election Workspace
 - ☒ Issue Ballots
 - ☒ Order Ballots
 - ☒ Poll Book Printing
 - ☐ Regenerate Poll Book
 - ☒ Report Duplicate Ballot
 - ☒ Save Election Budget
 - ☒ Save Election Contests - Races and Measures
 - ☒ Save Election Details
 - ☒ Save Election Results

User Privileges

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III. Voter Roll Maintenance

- ◆ Voter Check
- ◆ Precinct Splits/Districts Check
- ◆ Other items to check



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Voter Check

- ◆ Duplicate Voters – VR-004

A report that generates a list of possible duplicate voters, at least one of which in each duplicate group has an address in your county.



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County: Holmes		Potential Duplicate Voters Report				Date : 02/23/2006	
Voter ID	Voter Name	Address	Reg. Date	Status	% Match	County	
1256881	AARON, AUREON	304 PEARL ST SARDIS MS 1616	11/02/2004	A	80	Panola	
500001501	AARON, AUREON LEA	5006 MYNEWSTRET ARC YOGNEW CITY MS	01/31/2006	A	80	Holmes	
391283	ABLES, MARZINE JR	PO Box 610 GOODMAN MS 0610	05/01/2001	A	80	Holmes	
1736246	ABLES, MARZINE JR	ROUTE 1 # 206 GOODMAN MS	10/06/1997	A	80	Attala	
238200	ABRON, DAPHENE ELAINE	493 HOOVER ST CANTON MS 3508	11/05/2001	A	80	Madison	
386882	ABRON, DAPHENE ELAINE	82 TAYLOR ST DURANT MS 3428	07/08/2004	A	80	Holmes	
388615	ADAMS, DARLENE W	PO Box 218 WEST MS 0218	11/07/1991	A	80	Holmes	
1732130	ADAMS, DARLENE W	2212 ATTALA ROAD 3005 WEST MS	10/28/2002	A	80	Attala	
247615	ADAMS, DOROTHY JEAN	2 GREYSTONE CT MADISON MS 9029	07/03/1987	A	70	Madison	
384486	ADAMS, DOROTHY JEAN	PO Box 42 PICKENS MS 0042	06/30/1983	A	70	Holmes	
278518	ADAMS, GARY JOSEPH	1520 E COUNTY LINE RD APT 1500	10/10/1980	A	70	Madison	



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Voter Notification Cards

- ◆ Search for voter
- ◆ Click on Print
- ◆ Click on Voter Notification Card
- ◆ Click on Print Now or Print Later



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Voter Registration

Voter | **Print** | Elections | Petitions | Imaging | Address | Exit | DPS Information

Current Image
Voter Registration Card
Voter Notification Card
Voter Profile
Registration Application
Absentee Application
Mailing Label

Print Now
Print Later

Process Batch

Name: ANNIE
MN: AUGUSTIN
Suffix:
Maiden Name:
Birth Date:
EST: ☐
Age: 66

Image

House # 42
Suffix:
Pre Dir:
Street Name: SEDGEFIELD
Type: RD
Post Dir:
Unit Type:
City/St/Zip: NATCHEZ MS 39120
County: ADAMS
Precinct: AP
Polling Place: AIRPORT FIREHOUSE

Clear

Split 1- AP
Migration
Comments

Detail Select

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Voter Check – Deceased Voters

◆ Potential Department of Health (DOH) Duplicate Voters Report – VR-022

Lists voters who match persons in the Department of Health (DOH) database of death certificate records. The "% Match" column indicates how close a match the voter (in bold) is with the DOH records, with 100 percent being a perfect match.



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County: Harrison

Potential DOH Duplicate Voters Report

Date : 05/16/2006

Voter ID	Voter Name	Date of Birth	% Match	County
776650	ADAMS, BRENDA L	07/06/1948	70	Harrison
776650	ADAMS, BRENDA L	05/12/1949	70	Harrison
802549	ADAMS, CHARLES L	05/09/1915	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
765294	ADAMS, CURTIS L	05/01/1934	70	Harrison
765294	ADAMS, CURTIS L	05/01/1934	70	Harrison

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Voter Check – Disenfranchising Crimes

- ◆ Potential Administrative Office of Courts (AOC) Batch Match – VR-023

Lists voters who match persons in the AOC database of disenfranchising crimes. The "% Match" column indicates how close a match the voter (in bold) is with the AOC counterpart(s), with 100 percent being a perfect match.



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County: Harrison

AOC Batch Match Voter Report

Date : 05/16/2006

Voter ID	Voter Name	SSN	Date of Birth	Confidnce Level
725362	ABBOTT, GEORGE JAMES	136345309	09/20/1943	100
725362	ABBOTT, GEORGE J	136345309	09/20/1943	100
677919	ADAMS, LAWRENCE CRAIG	425211532	11/04/1962	70
677919	ADAMS, LAWRENCE R	587173051	02/18/1959	70
756728	ADAMS, WILLIAM	434199076	05/04/1974	70
756728	ADAMS, WILLIAM S	249316613	08/04/1960	70
761940	ALEXANDER, RAYMOND	566080047	08/30/1970	70
761940	ALEXANDER, RAYMOND F	428171995	09/20/1959	70
775277	ALLEN, CHRISTOPHER S	428632430	06/11/1977	70
			08/1987	

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Activity Reporting

- ◆ Voter Status Summary Report – VR-006
- ◆ Registrant Activity Report – VR-007
- ◆ Include in EC meeting minutes.



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Reports - Voter Registration - Voter Status Summary ReportHelp

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CODE	NAME
VR-001	Change of Counties Report
VR-002	Voter Movement - State Report
VR-003	NVRA Compliance Statistics Report
VR-004	Potential Duplicate Voters Report
VR-005	Voter Profile Report
VR-006	Voter Status Summary Report
VR-007	Registrant Activity Report
VR-008	Registered Voters Report
VR-009	Voting History Report

County
Adams

District Type
☐ Precinct ☒ District
Election Commissioner

District/Precincts
Description
☐ All
☒ 01 - Election Comm 01
☐ 02 - Election Comm 02
☐ 03 - Election Comm 03
☐ 04 - Election Comm 04

☒ Include Status Reason

Status
Name
☐ All
☐ Active
☒ Inactive
☐ Pending
☒ Purged

Effective Registration Date
From Date 01/01/2008
To Date 02/01/2008

Schedule

Run Report

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County: Adams	Voter Status Summary Report		Date: 04/03/2008
			Report No: VR-006
District: 01 - Election Comm 01 Status : Inactive Purged Effective Date From : 01/01/2007 To : 04/01/2008			
Voter Status	Reasons	Voter Count	
Election Comm 01			
Purged	Deceased		1
	Individual Voter Notice		1
		Total	2
		Precinct Total	2
	GRAND TOTAL		2

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CODE	NAME
VR-001	Change of Counties Report
VR-002	Voter Movement - State Report
VR-003	NVRA Compliance Statistics Report
VR-004	Potential Duplicate Voters Report
VR-005	Voter Profile Report
VR-006	Voter Status Summary Report
VR-007	Registrant Activity Report
VR-008	Registered Voters Report
VR-009	Voting History Report

County
Harrison

District Type
☐ Precinct ☒ District
All

District/Precincts
Description
☒ All

User
All

Voter Status
Purged

Audit Type
All

Effective Registration
From Date
To Date

Audit
From Date 02/01/2008
To Date 03/01/2008

Sort Order
Voter Name 1st
Eff. Regn Date None
Voter Status None
Asc Desc

Schedule

Run Report

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County: Harrison				Registrant Activity Report			Date : 04/04/2008 Report No: VR-007	
District Type : District : All Audit Type : All Voter Status : Purged Effective Up to : 4/4/2008								
Voter ID	Voter Name	Residential Address	Eff Regn Date	District	Modified Date	UserName	Old Value Comments	New Value
758482	ABOUD, DONALD J	263 MCDONNELL AVE BILOXI MS 39531 -4207	04/04/2003		02/28/2008	Psisson	Active	Purged
					Deceased		per doh 2006 deceased	
					02/28/2008	Psisson	Data Migration (Active)	Deceased
					Deceased		per doh 2006 deceased	
							Number of Changes 2	
781557	ALEXANDER, THELMA	105 MCCAUGHAN AVE LONG BEACH MS 39560 -4909	06/29/1967		02/20/2008	tmolesworth	Active	Purged
					Deceased		MDOH/DOD 7-7-06	
					02/20/2008	tmolesworth	Data Migration (Active)	Deceased
					Deceased		MDOH/DOD 7-7-06	
							Number of Changes 2	



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IV. Communication Plan

- ◆ Email address for each election commissioner
- ◆ County Conference calls (during election cycles)
- ◆ SEMS Help Desk/Review by SEMS Focus Group
- ◆ Election Officials area on website and Secure Site



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V. On-Going Support

- ◆ Help Desk support and monitoring
- ◆ GoToMeeting SEMS web-based training
- ◆ Focus Group review of enhancements
- ◆ Hands on training opportunities



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- **Basic SEMS Training
w/Absentee Processing**
- **Advanced SEMS Training**
- **Election Operations**
- **GEMS Database Build**
- **Train-the-Trainer**



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Questions /Answers



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